



SHIRLEY N. WEBER, Ph.D.

CALIFORNIA SECRETARY OF STATE

Elections Division | 1500 11th Street, 5th Floor | Sacramento, CA 95814

Tel 916.657.2166 | Fax 916.653.3214 | www.sos.ca.gov

March 3, 2022

County Clerk/Registrar of Voters (CC/ROV) Memorandum #22043

TO: All County Clerks/Registrars of Voters

FROM: /s/ Robin Guidera
VRC-VNC Coordinator

RE: Voter Registration: Deadline to Order Voter Registration and Voter Notification Cards

This memo is sent as a reminder to county elections offices needing to order county-specific voter registration cards (OCR VRC) and voter notification cards (VNC; postcard or 15-day notices) with a **delivery date by June 30, 2022**. To meet this deadline, all completed printing order forms for the fourth quarter of the 2021-22 fiscal year must be received by March 15, 2022.

Please note: The fourth quarter order of VNCs will continue implementation of the statewide Universal Voter Notification Card (UVNC) and will include changes to the paper color and overall design and content. Both the postcard and the 15-day notice (previous fold-over) VNC will be an 8"x5" flat postcard that is not folded before mailing. The SOS will be reaching out to county VRC-VNC contacts to provide additional information and printed samples for testing.

Please use the attached electronic, fillable order forms. The VRC printing order form should include any National Voter Registration Act (NVRA) agency orders for your county. Please complete a separate printing order form for each of the OCR VRC or VNC (postcard or 15-day notice) language(s). Please check your records to verify the alphabet series and starting six-digit number sequence for the OCR VRC orders. If applicable, please include with your order a sample of your current OCR VRC to be printed, and mark any changes in red ink, e.g., address and phone number.

You may email your order to VRC-VNC@sos.ca.gov OR fax your order to (916) 653-3214. If requesting changes, please include a sample of your current OCR VRC, so we may confirm any changes being requested by your county.

Please contact me at VRC-VNC@sos.ca.gov or (916) 695-1628 if you have any questions.

Printing Order Form

Voter Registration Cards

County Name:
Order Prepared by:
Phone Number:
Email Address:
Date:

FORMAT: OCR VRC (1,000 cards per box)

LANGUAGE (CHECK ONE BOX): English English/Spanish English/Chinese
English/Hindi English/Japanese English/Khmer English/Korean
English/Tagalog English/Thai English/Vietnamese

County Quantity: _____ NVRA Agency Quantity: _____

Serial Numbers (County):

____ -

Serial Numbers (NVRA):

____ -

County Shipping Address:

Loading Dock Inside Delivery

NVRA Agency Shipping Address:

Loading Dock Inside Delivery

Special Delivery Instructions: _____

Please return to: **VRC-VNC@sos.ca.gov**

NOTE: A sample of your current VRC must accompany the order form with any corrections or updates marked in red ink on the card.

Printing Order Form

Voter Notification Cards

(15-Day Notice)

County Name:
Order Prepared by:
Phone Number:
Email Address:
Date:

FORMAT: Inkjet Sheets

LANGUAGE (CHECK ONE BOX):

English/Spanish	English/Chinese
English/Hindi	English/Japanese
English/Khmer	English/Korean
English/Tagalog	English/Thai
English/Vietnamese	

Number of 15-Day VNCs

(2 cards per sheet/2,600 cards per box): _____

Shipping Address (No PO Box):

CHECK **ONE** BOX: Loading Dock **OR** Inside Delivery

Special Delivery Instructions: _____

Please return to: **VRC-VNC@sos.ca.gov**

NOTE: A sample of your current VNC must accompany the order form with any corrections or updates marked in red ink on the card.

Printing Order Form

Voter Notification Card (Postcard)

County Name:
Order Prepared by:
Phone Number:
Email Address:
Date:

FORMAT: Inkjet Sheets

LANGUAGE (CHECK ONE BOX):

English/Spanish	English/Chinese
English/Hindi	English/Japanese
English/Khmer	English/Korean
English/Tagalog	English/Thai
English/Vietnamese	

Number of Postcard VNCs
(2 cards per sheet/2,600 cards per box): _____

Shipping Address (No PO Box):

CHECK **ONE** BOX: Loading Dock **OR** Inside Delivery

Special Delivery Instructions: _____

Please return to: **VRC-VNC@sos.ca.gov**

NOTE: A sample of your current VNC must accompany the order form with any corrections or updates marked in red ink on the card.